



**United States District Court
Southern District of Ohio
<http://www.ohsd.uscourts.gov/>**

VACANCY ANNOUNCEMENT

April 23, 2015

Vacancy Announcement Number 15-05/CRTDPY Courtroom Deputy

Duty Station – Dayton Federal Building – 200 W. Second Street – one vacancy

Salary: CL 25 (\$39,409 - \$64,098)

Appointment at CL 25 has future promotion potential to CL 26 without further advertisement.

Closing date for receipt of application packets: Monday, May 18, 2015

The Courtroom Deputy performs general calendaring, courtroom work and support for a United States Magistrate Judge. The duties involve managing the judge's caseload, including scheduling and issuing notices of conferences, hearings and trials, attending and recording court proceedings, and processing orders. The position requires familiarity with court procedures and courtroom operations. The incumbent may also be required to provide back-up duties for other chambers and the Clerk's Office as needed. This position reports to the Case Management Supervisor and to the Magistrate Judge. The office hours are typically 8:30 a.m. to 5:00 p.m. Additional working hours may be required based on operational need.

ABOUT THE SOUTHERN DISTRICT OF OHIO:

The Southern District of Ohio covers a broad geographic area encompassing forty-eight urban and rural counties from an imaginary line just north of Columbus south to the Ohio River. The District is comprised of over 250 individuals including twenty active Judicial Officers, Chambers Staff, Clerk's Office staff, U.S. Probation Office's staff and U.S. Pretrial Services Office's staff, located in the Cincinnati, Columbus and Dayton Courthouses.

DUTIES AND RESPONSIBILITIES:

- Assist in case management functions: Review of cases for necessary actions, including scheduling and noticing conferences, hearings and trials.
- Record court proceedings: Attend court sessions, both criminal and civil. Ensure the presence of all participants. Assist in jury selection. Manage and organize exhibits used in court proceedings. Record and electronically file minutes of proceedings. Maintain appropriate statistical reports of proceedings.
- Serve as liaison between the Judge's Chambers and the Clerk's Office, other government agencies, the bar and the public in both criminal and civil matters.
- Schedule court reporters and interpreters as necessary. Inform the jury clerk of upcoming trials and need for jurors.
- Prepare and docket notices, orders, judgments and minutes consistent with court policies and procedures and as directed by the judge, utilizing electronic systems.
- Review filings for accuracy, ensuring that all orders appear on the docket.
- Prepare and process required statistical reports.
- Additional duties as assigned by judge: answer telephones, facilitate telephone conferences, direct parties and counsel as appropriate, maintain chamber's calendar, maintain chamber's supplies, schedule chamber's repairs, prepare/file reports for judge.

REQUIRED QUALIFICATIONS: To be considered for this position at:

- CL-25, One year of specialized experience equivalent to work at CL-24.
- CL- 26, One year of specialized experience equivalent to work at CL-25.

The successful applicant must have excellent communication, research, writing and interpersonal skills with the ability to work with others and have the ability to learn new technologies. The incumbent must be able to multitask, be highly self-motivated and proactive. The ability to maintain confidentiality is essential.

GENERAL EXPERIENCE: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

EDUCATIONAL SUBSTITUTION: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because operational court support positions require hands-on experience to be credited as specialized experience.

SPECIALIZED EXPERIENCE: In addition to required qualifications, progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

PERFERRED EXPERIENCE: The successful candidate will have knowledge of legal terminology and processes, experience in the federal judicial system and/or with electronic case filing systems and prior courtroom experience and knowledge of courtroom procedures.

Experience in using Electronic Case Filing (CM/ECF), Adobe Acrobat, Microsoft Word, Microsoft Excel, Lotus Notes. Paralegal knowledge. Extensive experience in and working with criminal and civil case management. Skill in using automated case management systems.

Benefits:

The United States District Court offers a generous benefits package to full-time permanent employees which include:

10 Paid Federal Holidays	Long-Term Care Insurance
13 Days Paid Vacation (per year for the first three years)	Public Transit Subsidy Program
20 Days Paid Vacation (after three years)	Short-Term Disability Plan
26 Days Paid Vacation (after fifteen years)	Long-Term Disability Plan
13 Days Paid Sick Leave	Credit Union Participation
Medical, Dental, Vision Coverage	
Life Insurance	
Thrift Savings Plan with matching funds (401k & Roth 401k style)	
Participation in Federal Employees Retirement System (FERS-FRAE)	
Health, Dependent & Commuter Reimbursement Programs	

Conditions of Employment:

Applicants must be U.S. citizens or permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Positions in the Federal Judiciary are excepted service appointments, are considered “at will” and can be terminated with or without cause.

The applicant selected will be subject to an FBI background check and continued employment contingent upon favorable suitability determination. A negative finding from the background check may result in termination of employment.

All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

Qualified persons interested in being considered for this position should submit a cover letter (include vacancy announcement number, 15-05/CRTDPY specifying qualifications in relation to the position), an [AO78 \(Application for Judicial Branch Federal Employment Form available on the court website\)](#) and a resume in PDF format to:

Christina Romano
HR Manager
Email: districtcourt_vacancy@ohsd.uscourts.gov

Please do not cut and paste your resume into your email.

If you fail to provide these documents, your application package may be considered incomplete and may not be considered any further.

Travel and relocation expenses will not be reimbursed.

The District reserves the right to amend or withdraw any announcement without written notice to applicants. The District reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

The U.S. District Court is an Equal Opportunity Employer.